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DRAFT

16 October 1951

CENTRAL INTELLIGENCE AGENCY REGULATION

NUMBER

25X1

2. NON-CIA TRAINING FACILITIES UNDER PUBLIC LAW 110

A. Non-CIA training facilities will include:

- (1) Domestic and foreign public and private institutions.
- (2) Trade, labor, agricultural and scientific associations.
- (3) Appropriate programs under Government activities.
- (4) Appropriate programs under commercial activities.

B. Eligible employees include:

- (1) All staff employees.
- (2) Staff agents.
- (3) Individuals employed specifically for further instruction prior to placement in a staff employee or staff agent position.

C. Selection of individuals for instruction under this authority will be made by the Director of Training after consideration of recommendations of Office heads and determination that instruction will benefit the Agency through increasing employee capability and qualifications for performing later assigned duties.

D. The Director of Training is authorized to:

- (1) Approve requests for instruction of individuals.
- (2) Designate and arrange for facilities for instruction.
- (3) Approve the payment of tuition, registration, and laboratory fees, and any other expenses directly related to the approved instruction.
- (4) Approve any essential support service, other than funds, to individuals or to institutions providing approved instruction.
- (5) Arrange for entry of students with institutions providing approved instruction facilities.
- (6) Provide for the evaluation of the achievement of each trainee.

The Director of Training will determine the standards to be met by the institutions selected for Agency use and the achievement standards for students detailed to such facilities by the Agency. He may, in his discretion, terminate the use of facilities and the instruction of individual students for failure to meet prescribed standards.

F. The primary responsibility for initiating requests for the instruction of employees to be trained at Agency expense rests with the work supervisor of each employee.

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NO CHANGE in Class. ☐

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Class. CHANGED TO: TS S C

DDA Memo, 4 Apr 77

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2. G. Four (4) copies of a request for instruction of an eligible individual at a non-CIA training facility will be addressed as a memorandum from an Office head to the Director of Training via Chief, Policy Control Staff, I&SO, and will contain the following information by paragraphs as indicated:

- (1) Name and ~~of~~ grade of the employee.
- (2) Employee's local home mailing address and local home telephone number.
- (3) Name and location of the training facility.
- (4) Title of course(s) to be taken.
- (5) Inclusive dates of course(s).
- (6) Cost of tuition, registration, and laboratory fees.
- (7) Justification of the proposed training.
- (8) Statement by the supervisor that he has discussed with the employee the proposed training and the employee's obligation for continued service.
- (9) Acknowledgment by the employee that he recognizes and accepts his obligation to repay by continued service to the Agency this opportunity for developing increased competence through training.
- (10) Particular security provisions to be applied to this employee and/or request.

H. In the preparation of a request for instruction at a non-CIA training facility, the originating office should call the appropriate officer or division in the Office of Training. It will usually be necessary for the Office of Training to secure directly from the non-CIA training facility the details of course title, level, schedule, and costs before a request for instruction can be submitted to the Director of Training.

X I. The office originating the request for instruction must be prepared to pay the employee's regular salary and any per diem and travel expenses and to make whatever arrangements that may be necessary regarding leave, advance of funds, etc., for the employee who is to be enrolled for instruction at a non-CIA training facility.

J. Distribution of the copies of the request for instruction will be as follows:

One copy to Chief, Policy Control Staff, I&SO, to be retained at the time of endorsement.
One copy with all endorsements to be retained by the Office of Training.
Original with all endorsements to Finance Division.
One copy with all endorsements to be returned to the office of origin.

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2. K. Vouchers for approved costs for instruction at non-CIA training facilities shall be presented to the Finance Division, 2034 L Building, for payment.
- L. An employee who requires an advance of funds for the payment of costs of instruction shall apply to the head of his Office who shall have discretion in approving such action provided the request for instruction has the written approval of the Director of Training.
- M. Estimates of requirements for instruction under this authority will be submitted annually by each Office head to the Director of Training by 15 May for the following fiscal year.